



Approved:  
*Chief Marcia Harnden*

Subject:

# 703. Department Badges

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## 703.1: PURPOSE AND SCOPE

This policy provides guidelines for the restricted use of the Albany Police Department badge and uniform patch, and the likeness of these items, which are the property of the Albany Police Department.

## 703.2: POLICY

**It is the policy of the Albany Police Department to issue a uniform badge to department members as a symbol of authority and the use and display of departmental badges shall be in strict compliance with this policy.**

**Only authorized badges shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.**

## 703.3: ISSUANCE

Uniform badges shall be issued to officers by the Chief of Police or designee.

- a. New recruit officers shall be issued their uniform badge on the day of their graduation from the DPSST academy.
- b. Newly hired lateral officers shall be issued their uniform badge during their swearing in ceremony.

## 703.4: FLAT BADGES

Sworn officers, with the written approval of the Chief of Police may purchase through the assigned Albany Police Department Administrative Assistant, at their own expense, a flat badge capable of being carried in a wallet, which is subject to all the same provisions of department policy as the uniform badge.

An officer may sell, exchange, or transfer the flat badge the officer purchased to another officer within the Albany Police Department with the written approval of the Chief of Police.

Should the flat badge become lost, damaged, or otherwise removed from the officer's control, he/she shall make the proper notifications as outlined in the [Uniform Regulations: Policy 700](#).

An honorably retired officer may keep their flat badge upon retirement.

The purchase, carrying or display of a flat badge is not authorized for civilian personnel.

#### **703.5: CIVILIAN PERSONNEL**

Badges and departmental identification cards issued to civilian personnel shall be clearly marked to reflect the position of the assigned employee.

- a. Civilian personnel shall not display any department badge except as a part of their uniform and while on duty, or otherwise acting in an official and authorized capacity.
- b. Civilian personnel shall not display any department badge or represent themselves, on or off duty, in such a manner which would cause a reasonable person to believe that they are a sworn peace officer.

#### **703.6: RETIREE UNIFORM BADGE**

- a. Upon honorable retirement employees will be provided their assigned duty badge for display purposes.
- b. The duty badge should only be used as private memorabilia as other uses of the badge may be unlawful or in violation of this policy.

#### **703.7: UNAUTHORIZED USE**

- a. Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.
- b. Department badges are issued to uniformed employees for official use only.
- c. The department badge, shoulder patch or the likeness thereof, or the department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.
- d. The use of the badge, uniform patch and department name for all material (printed matter, products or other items) developed for department use shall be subject to approval by the Chief of Police.
- e. Employees shall not loan their department badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

**703.8: PERMITTED USE BY EMPLOYEE GROUPS**

- a. The likeness of the department badge shall not be used without the expressed authorization of the Chief of Police and shall be subject to the following:
  - 1) The text on the upper and lower ribbons is replaced with the name of the employee association;
  - 2) The badge number portion displays the initials of the employee association.
- b. The likeness of the department badge for endorsement of political candidates shall not be used without the expressed approval of the Chief of Police.